

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
July 8, 2005

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, July 8, 2005 from 10:00 a.m. – 2:00 p.m.

1. Members present. Daniel F. Donahue, Karen M. Love, P. Thomas Snow and Judith S. Proffitt, Chair.
2. Staff present. Jeffrey Bercovitz provided the committee with staff assistance.
3. Minutes approved. The minutes for the committee on May 13, 2005 were approved.
4. Benchbook for judges to manage *pro se* litigation.
 - a. Committee members revised the Civil Mental Commitment section.
 - b. Members of the committee revised Inquiry/Advice Regarding Self-Representation from Judge Donahue.
 - c. Committee members revised the Important Notice or information sheet used by Judge Horn's Clerk to tell *pro se* litigants about proper service for petitions, complaints and notices.
 - d. Judge Proffitt distributed a document used by her Clerk entitled, "Information For Pro Se Litigants Concerning Dissolution of Marriage Actions."
5. Next meeting.
 - a. Committee members agreed to review the following at future meetings:
 - (1) Magistrate Boyer's draft section on contempt.
 - (2) Contempt checklist from the City and Town Court Benchbook and the Civil Benchbook.
 - (3) Small claims section from Judge Love
 - (4) Mortgage foreclosure/debt collection from Judge Horn
 - (5) Family member seeking guardianship *pro se* and Insurance Co. setting up a guardianship for minor settlement from Judge Snow
 - (6) Adoption - recent past records inquiries, genealogy from Judge Welch
 - (7) Prisoner/Inmate litigation from Judge Pratt

See Attachment No. 1 for committee member assignments.

- b. The committee agreed to hold future meetings on the following dates: August 12, and October 14, 2005, from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center. There will be no November 11 meeting.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law

**Assignments: Benchbook for Judicial Officers:
Administration Of Cases With Pro Se Litigants**

Introduction

Completed 8/13/04 Introduction/General considerations J. Proffitt, Chair

Civil

Completed 2/11/05	(1)	<u>Domestic Relations</u> Initial dissolution, post-dissolution matters, letters and third-party correspondence, Final hearing, custody, change of residence, parenting time, other	J. Eldred and J. Willis
	(2)	<u>Small claims</u>	J. Love
	(3)	<u>Mortgage foreclosure/debt collection</u>	J. Horn
	(4)	<u>Mental Health</u> Family member seeking guardianships – <i>pro se</i> Ins. Co. sets up guardianship for minor settlement Civil commitments generally	J. Snow J. Snow J. Donahue
Completed 7/08/05			
Completed 3/11/05	(5)	<u>Paternity, probate</u>	J. Shurn
	(6)	<u>General civil</u> Refer to forms on Self-Service Website Appt. of Pauper Counsel and Dialogue Inquiry/Advice Regarding Self-Representation BMV – lost title, hardship license Adoption – recent past records inquiries, genealogy	Committee Mag. Boyer J. Donahue J. Welch J. Welch
Completed 2/11/05 Completed 2/11/05 Completed 7/08/05			
Drafted 2/11/05			
Drafted 3/11/05	(7)	<u>Contempt</u>	Mag. Boyer

Criminal

	(1)	<u>Misdemeanor, D Felony <i>pro se</i> representation</u> Pro se jury trial, dialogues, other	J. Fleece
	(2)	<u>Prisoner/Inmate litigation</u> J. Murray, J. Pratt, LaPorte Co. contact Inmate as civil litigant – visitation, tort claims; name changes, paternity, dissolution; criminal claims: PCR's, credit time, modification, expungement; civil rights claims, extradition requests	
	(3)	<u>Clerk chapter</u> Information For <i>Pro Se</i> Litigants Concerning Dissolution of Marriage Action Notice to <i>pro se</i> litigants on service	J. Proffitt J. Proffitt J. Horn
Submitted 7/08/05			
Completed 7/08/05			